



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 1500.74  
N71E  
13 November 1992

OPNAV INSTRUCTION 1500.74

From: Chief of Naval Operations

Subj: UTILIZATION OF ENLISTED OCCUPATIONAL STANDARDS (OCCSTDs)  
FOR TRAINING AND CAREER DEVELOPMENT

Ref: (a) NAVPERS 18068  
(b) NMPC MANUAL  
(c) OPNAVINST 1223.1A (NOTAL)  
(d) OPNAVINST 1500.51B (NOTAL)  
(e) OPNAVINST 1500.69

Encl: (1) Glossary of Terms

1. Purpose. To establish guidelines for utilization of enlisted occupational standards (OCCSTDs) as a basis for training and career development. OCCSTDs are contained in reference (a).

2. Definition. Definitions used in this instruction are found in enclosure (1). Understanding of these terms is essential for a clear understanding of the process herein described.

3. Background. References (b) and (c) describe the responsibilities and requirements for the development, control, maintenance and review of the Navy Enlisted Occupational Classification System (NEOCS). They also define organizational responsibilities for the policy and management control of OCCSTDs. Reference (d) contains a variety of manpower, personnel and training functions supported by OCCSTDs and tasks resource sponsors and Chief of Naval Education and Training (CNET) with implementing and coordinating schoolhouse standardization. Reference (e) outlines the requirement for all resource sponsors to conduct periodic training requirements reviews. These are accomplished through Navy Training Requirements Reviews (NTRRs), Space and Electronic Warfare Training Requirements Reviews (SEWTRRs), Surface Warfare Training Requirements Reviews (SWTRRs), Subsurface and IUSS Training Requirements Reviews (SITRRs), and Maintenance Training Requirements Reviews (MTRRs).



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#### 4. Policy

a. OCCSTDs provide the most logical standards for training objectives by providing a "snap shot" of performance tasks required of Navy enlisted personnel. OCCSTDs are based on data collected from a variety of sources (fleet units, warfare requirements, rating advisors, enlisted community managers, warfare sponsors, etc.) through the Navy Occupational Task Analysis Program (NOTAP) process, and are approved by the resource sponsor/warfare sponsor prior to publication. Although several curriculum development methods/approaches (such as task analysis and PPP) may be used to develop training curricula, OCCSTDs will be used as the primary basis for:

(1) Preparation of formal school curricula (except for certain NEC-producing or sponsor-stated requirements) and on-board training (OBT), including formal OBT packages and on-the-job training (OJT);

(2) Development of Personnel Advancement Requirements (PARS);

(3) Development of Navy-wide advancement examinations;

(4) Development of nonresident training packages (eg. rate training manuals).

b. All OCCSTDs will be taught in some training arena. "A" schools will train to selected E-4 OCCSTDs. Remaining OCCSTDs will be taught in other training environments (such as, but not limited to, individual and unit on-board training (OBT), on-the-job training (OJT), proficiency training, etc.).

#### 5. Action

a. Office of the Chief of Naval Operations (OPNAV) Principal Officials. Review and approve OCCSTDs per reference (c).

b. Resource Sponsors. Review and approve the TTA (Training Task Analysis) report.

c. Fleet Commanders-in-Chief/Type Commanders/Training Commanders.

(1) Ensure participation in the NOTAP process and the appropriate NTRR event.

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(2) Review proposed OCCSTDs for validity and paygrade responsibility.

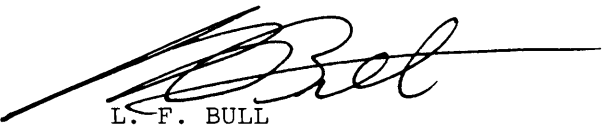
(3) Coordinate training requirements with CNET.

d. Bureau of Naval Personnel Detachment, Navy Occupational Development and Analysis Center (BUPERS Det NODAC). Ensure NOTAP surveys are conducted and OCCSTDs are issued in a timely manner and coordinated with the appropriate NTRR event schedule(s).

e. CNET. Develop and implement training to meet the needs of the warfare sponsors utilizing OCCSTDs as training objectives in the preparation of TTAs, curricula and feedback systems.

f. Navy Education and Training Program Management Support Activity (NETPMSA). Utilize OCCSTDs as the training objectives in the development and preparation of:

- (1) Personal Advancement Requirements (PARS).
- (2) Navy-wide rating examinations.
- (3) Nonresident training packages and rate training manuals.
- (4) Training needs assessment schedule coordination.

  
L. F. BULL  
By direction

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GLOSSARY OF TERMS

1. Occupational Standards (OCCSTDS) - Statements of the minimum skills required of Navy enlisted ratings as established by primary (resource/warfare) sponsors. OCCSTDS are the basis for implementing and supporting actions for manning, distribution, training and advancement.
2. OCCSTD Accountability Level - The lowest paygrade at which an individual is required to perform a skill.
3. Task statement - Describes a task in highly specific terms by use of an action verb and noun, has a definite beginning and end, and is measurable, observable, independent of other actions and usually results in a product.
4. Job Task Inventory (JTI) - A listing of tasks resulting from information gathered in a job analysis. (For this instruction, the approved OCCSTDS make up the JTI for a rating with the exclusion of NEC-related tasks.
5. Training Task Analysis (TTA) - A process used to determine the training level and location of the various tasks contained in a JTI or list of occupational tasks (eg. OCCSTDS). Determination is made by a panel of subject matter experts (SMEs) based on factors such as percentage of member performance, percentage of time spent performing, consequences of inadequate performance, task delay tolerance, frequency of performance, task learning difficulty, and probability of deficient performance.
6. Course Training Task List (CTTL) - Results from TTA; identifies tasks that are to be taught in a classroom setting.
7. Personnel Advancement Requirements (PARS) - Skills and abilities based on OCCSTDS that can be demonstrated by actual performance and are mandatory for advancement to paygrades E-4 through E-7.
8. Navy Occupational Task Analysis Program (NOTAP) - A method of collecting real-time information on the work being performed by Navy ratings. NOTAP data forms the basis for rating occupational standards.
9. Navy Training Requirements Review (NTRR) - Refers to two concepts, depending on usage: 1) The training requirements reviews conducted by OP-11 on OP-01 sponsored "A" schools, and 2) The umbrella term used to refer to all Navy training requirements reviews including SWTRRs, SITRRs, MTRRs, SEWTRRs and NTRRs (above).

Enclosure (1)